

**STATUS 22-0 - EMPLOYED**

- A. Definition:** This status is used for those clients who, as a result of receiving services under an IPE, have obtained or maintained employment consistent with employment goal identified on the IPE.
- B. Scope of Services:** Generally, individuals in this status are followed to make sure they are stable on the job. Occasionally, other services are needed to make sure that the person keeps and is successful on the job or finds another job more compatible with their abilities.
- C. Agency Expectations:**
1. The counselor should make the decision on what type and amount of follow up is needed for the client to maintain stable employment.
  2. If the client is stable on the job, the agency representative should close the file as soon as possible after the individual has been employed for 90 days. When the client requires and receives additional services, a plan amendment should be completed by the counselor. The 90-day clock starts again once the service is provided and stabilization is achieved.
    - a. Plan Reviews may be completed by agency staff and should be done at a minimum of every 90 days.
    - b. Plan Amendments must be approved by a Counselor when substantial changes to the IPE occur. If the client is promoted within the 90 days, then an amendment should be completed reflecting the promotion and the 90 day clock starts again. If the client leaves an employer to work for another company doing the same job, the 90 day clock starts again when stabilization is achieved.
  3. If the client loses the job and does not have an immediate prospect of re-employment, the file should be moved to either a service status that better reflects the activity occurring, or to interrupted status.
  4. A medical residency is considered employment.

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